

**Systems Transformation Grant Goal 4
Critical Incident Management System (CIMRS) Working Group
Meeting Minutes**

July 2, 2008

Present: Steve Ankiel (by phone), Karen Blackwell, Kristin Burhop, Sherry Confer, Carrie Eddy, Jennifer Fidura, Dave McGinnis, Dave Mix, Douglas Newsome, Cheri Stierer, Deborah Vaughn, Margaret Walsh

Next meeting: July 22, 10:00 – 4:00 at DMHMRSAS 1220 Bank Street, Richmond VA

I. Purpose

To discuss the CIMRS project framework and structure. During this meeting we focused on the project documentation which outlined the project purpose, responsible parties, and how information was going to be distributed. The meeting closed with discussion about the information that would be needed for the July 22nd meeting

II. Discussion

Steve Ankiel opened the meeting by phone. He explained that during the last several months the IT group and the leadership group had been meeting to discuss what we needed to move the project forward. It was determined that we needed to put in place some processes and procedures. We have been very busy defining how we might build a system, but had not developed what we needed. We thus have not thrown away all the other work; it has just been put on a back burner until we can evaluate the “what”. We need to do this to be in compliance with VITA’s processes and procedures. Steve introduced Karen Blackwell who had served on the committee with VDSS, but was hired by DMHMRSAS to serve as a technical lead for CIMRS and the MR Waiver system under Goal 4. She has the IT experience and project management experience thus he was going to hand the next couple meetings to Karen to lead.

Karen Blackwell opened the meeting with an overview of what we have done and where we are going from here:

- Introductions were done.
- Karen explained that the goal of this process was to make sure the business is driving the technology not the technology driving the business.
- The process that is to be implemented is designed to ensure that we everyone understands the scope of the project and the requirements are captured for all groups. We don’t want to build a system to find that we did not get information from one group and the system that was build does not meet the needs of that group.
- We want to be more effective in our communication. Thus a communications plan is being developed to address how to better communicate. This has outlined:
 - Meeting minutes will be taken at every meeting. The notes will be distributed to the group within 5 business days of the meeting. The

- meeting minutes from the previous meeting will be approved at the beginning of our monthly meeting
 - Read Ahead documentation for a meeting will be distributed to the group 2 business days prior to a meeting.
 - Meeting Agendas will be distributed to the group 5 business days prior to a meeting and the group will have the ability to add items to the agenda.
 - IT meetings Agenda's and announcements will only be distributed to the IT group.
 - Draft documentation will be distributed to the workgroup and the workgroup has 5 business days to provide comments back.
 - The workgroup will get copies of any status reports that are provided to CMS within 5 business days of the report.
 - The group asked that when meeting announcements are sent out, that they be sent to only those who are invited to the meeting (i.e. if it is an IT sub-group meeting, send the email to ONLY that group's members).
- Karen B. reviewed the Project Charter and Communication Plan with the group. Modifications were made and the updates are going to be sent to the group Late Thursday or early Friday.
 - The group has to provide all comments by COB Thursday July 10, 2008 to Karen.
 - The group wants the comments to be sent to Karen only and PLEASE do not do a reply all with your comments.
- The group concurred that key stakeholders in this project include: DMHMRSAS, DMAS, VDH, VDA, DSS, and private providers.
- The goal is to have a proposed solution by mid-October 2008. The group will meet on the 4th Thursday of every month from 1-3 with the exception of July 22, which is a Tuesday and is from 10 until 4.
 - July 22 the group will review a proposed generic business process and address the business rules necessary for the process. As time allows we will look at the data elements.
 - August 28th the group will review the business requirements document. This document will be used to suggest a proposed solution.
 - September 25th the group will review the draft solutions documentation.
 - October 23 the group will review the final proposed solution and discuss the road ahead.
- Jennifer Fidura and Sherry Confer offered their meeting rooms as possible future meeting locations. Both locations have free parking.
- Karen B. is looking into the use of SharePoint for the posting and review of documents.
- The approval of documents will be done by the leadership – i.e. Steve Ankiel, Cheri Stierer, Karen Blackwell, and Kristin Burhop. The group input is critical though.

III. Action Items

- Karen Blackwell will update the documents discussed today and have them out to everyone by 9 am Friday. Everyone needs to review and provide feedback by COB July 10, 2008.
- Kristin Burhop will provide a copy of the strategic plan to the group.
- Kristin, Cheri, and Karen will work on the organization chart for the project charter. The leadership team will review the project sponsor and discuss the multi-agency issue with VITA.
- Karen and Cheri will review the original grant to clarify which incidents will be included. (Grant allows for all critical incidents not just waivers)
- VDSS will provide a data dictionary for ASAPPS APS module and client information. As well as the business flow for reporting critical incidents and the investigation of critical incidents. Debra Vaughn will coordinate with IT to try and get a resource allocated to assist with the above tasks.
- DMHMRSAS will provide their business process flow for critical incidents and processes.
- Karen will work with VDH to document their business process for critical incidents.
- Karen will contact VDA to understand their process and involvement.